

## TYPES OF ENTRY LEVEL POSITIONS MOST COMMONLY AVAILABLE

Type of Job	Responsibilities may include:	Qualifications may include:
<b>Labor/Maintenance</b>	Operates automotive equipment; performs heavy manual tasks; maintains and repairs grounds and buildings; operates hand tools and other equipment. Includes truck driver, park maintenance worker, and plant utility worker. Starting salary: \$12.49 hourly	Most positions require Class B CDL with air brake endorsement and the ability to obtain a Class A CDL during the probationary period, mechanical aptitude, ability to perform heavy manual tasks in all weather conditions; ability to read, write and follow directions. Pre-employment and drug and alcohol testing required for positions requiring CDLs.
<b>Clerical/Office</b>	Operates office machines including typewriter, personal computer; answers phone, assists public; maintains records and files. Includes clerk typists, record technicians, administrative secretaries, and accounting clerks. Starting salary: \$13.66 - \$17.44hourly.	Ability to operate personal computer; speed and accuracy in keyboarding; knowledge of basic software programs such as Work and Excel; strong oral and written communication skills; ability to work effectively with public and staff; knowledge of general office procedures
<b>Animal Control</b>	Enforces ordinances governing licensing, impounding, and humane treatment and disposal of animals; cleans cages, feeds and cares for animals; writes reports and maintains records. Starting salary \$12.63 hourly.	Good oral and written communication skills; ability to work effectively with public; one year's experience with animals or education in a natural science field is preferred
<b>Police Officer</b>	Performs sworn law enforcement and investigative duties in the protection of life and property. Starting salary: \$33,568 annually	Strong written and oral communication skills; physical agility and stamina; good moral character. Ability to react quickly and calmly to emergency situations. Initial testing for Police Officer is done twice a year by MAPA agency in Omaha NE. Pre-employment drug and alcohol testing may be required.
<b>Firefighter or Firefighter/Paramedic</b>	Protects and safeguards life and property through fire fighting, emergency medical services, and fire prevention activities; maintains station and equipment. Starting salary for Firefighter \$32,388 and Firefighter./Paramedic \$33,521 annually	Physical agility, strength and stamina; ability to react quickly and calmly to emergency situations; mechanical aptitude; ability to get along well with others. Basic firefighter requires at least an EMT-B from the State of Iowa or EMT-B from National Registry with ability to obtain IA EMT-B within 3 months. Paramedic level must have IA EMTP or National Registry with ability to obtain IA EMTP within 3 months.